

Career and Technical Financial Report for Fiscal Year 2001

Instructions for Downloading and Using the Excel Template

To download the Excel template, you may either enter the complete Web address as printed in the memo, click on the hyperlink in the memo, or log onto the department's Web site at <http://www.pen.k12.va.us>. From the DOE home page, select the drop-down box titled "DOE Offices," click on "Finance," click on "Budget Office," and click on "Current Data Collections." The instructions and Excel template for "Career & Technical Education Financial Report - FY 2001" are listed along with the other current data collections.

You must use Microsoft Excel version 97 or later to use all of the features contained in the spreadsheets. If you do not have Excel 97 or later, please contact the budget office at (804) 225-2025 for assistance. Please follow the steps below to access the file from the Web site:

1. After you click on "Excel Template", you will be prompted either to open the file or to save it to a drive. You may choose either option.
2. A box will appear prompting you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. For the template to operate correctly, you must click on the "ENABLE MACROS" button.

The Excel file consists of two spreadsheets for school divisions and three to six spreadsheets for regional career and technical education centers, depending on the number of school divisions that participate in the regional program. The first spreadsheet contains instructions for completing the report. The remaining spreadsheets contain the data collection templates. These spreadsheets contain descriptions of the data to be reported and will automatically show the total state funds provided in fiscal year 2001.